

RESIDENCE LIFE



March 17, 2020

Greetings Resident Students,

As you are now aware, all classes are moving to the on-line format for the rest of the semester. We know, with this announcement, you are likely experiencing a series of emotions. If you are watching the news, you now know that your age group is key to slowing down this nation-wide public health issue. Government officials are recommending no more than 10 people in a location at any time. Residence halls do not easily provide the ability for students to appropriately distance themselves. With this in mind, Residence Life has developed a move-out plan that will address the many needs of our students but most importantly, keep everyone as safe as possible.

If you are currently on campus:

We ask that you check-out as soon as possible. There is no need for you to sign up for a departure time. This will reduce the number of people on campus in the following days as we prepare for students who are away from campus to come back to move out. If you need to stay on campus please see the request form described below.

If you are currently away from campus:

In order to allow students to move out in a timely but efficient way, we ask each student to sign up for a move out time. We need to control the movement of people so that we do not overwhelm the parking lots, keep traffic moving, and allow for fluid movement of people. Based on recommendations from government organizations, we also want to limit the number of people in any area at a given time. It is in your best interest to sign up for a move out time. Please find an available time slot that works for you. We are allotting 2 hours for each person to move out. Please do so efficiently and quickly so we can accommodate as many people as possible as quickly as possible.

Please select the sign up below which applies to you:

[Angell Hall residents](#)

[Coate Hall residents](#)

[Drake Hall residents](#)

[Eagle Hall residents](#)

[Hutchison Hall residents](#)

[Laux Hall residents](#)

[Reuter Hall residents](#)

[Sanford Hall residents](#)

[Wentz Hall residents](#)

If You Need to Stay On Campus

If you are in a situation where you need to remain living on campus, you will need to submit a request. To submit a COVID-19 Housing Request log in to the [housing portal](#), click on “COVID-19 Housing Request”, fill out and submit the online form. Please include as much information as possible in the request. We hope to process these requests quickly and provide a response to your request within 24 hours. Unless you receive approval to stay on campus, you should plan to move out.

Access to Residence Halls

Exterior doors remain locked 24/7 and halls are only accessible via student ID.

Packing Up

Please bring your own boxes, tubs, or items to pack your belongings. We also recommend you bring your own cleaning items as we are not able to provide those at this time.

If you have furniture that you would like to donate to a local organization, please consider The Exchange. See a full list of items they take on [their website](#). You can communicate directly with them to arrange pick up of your items. No items should be left behind to be picked up later.

In order to reduce human contact, please limit the number of people who come with you to help you pack up and move out.

How to Check Out

Details for how to check out will be taped to your room/apartment door. They are also available [online](#).

Parking Details

All campus lots will be available for people to park to load personal belongings. No vehicles will be ticketed in permitted lots as move out is occurring. Please be cognizant of standard

parking restrictions. Do not park in handicap accessible spaces without the appropriate permit. Do not block fire lanes. Do not drive on sidewalks. Be attentive to barricades or cones indicating a restriction for vehicles. Anyone disregarding these parking/driving procedures may be ticketed.

In addition, hourly parking limits enforced by city police on city streets that are adjacent to residence halls will be suspended until March 25. You do not need to pay to park on a city street near a residence hall.

Mail and Packages

Please change your permanent address in [WINGS](#). Only first-class mail will be forwarded. It may take many days for mail to be forwarded to you. You should also contact delivery companies (UPS, Fed Ex, etc.) to change the delivery location of items ordered.

Updated Information

Refer to the [Residence Life website](#) as well as the [UWL Website](#) with updates about campus. The “Frequently Asked Questions” section of the UWL website provides a great deal of information about various office and campus resources.



Office of Residence Life

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